



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Jill Tacy, Secretary

Paul Marsh, Alternate

Terri Wahnowsky, Alternate

Christine Hague, Director

Minutes

Board of Trustees Meeting

Monday August 15, 2011

Present: Ray Kelly, Susan Morin, Jill Tacy, Trustees; Christine Hague, Director

The meeting was called to order at 6:31 pm.

Public Session:

A library employee brought concerns about the air quality at the library. While working with the windows open on last Thursday, a day with medium to high pollen count, the employee couldn't work due to air quality. The employee suffers from a ragweed allergy, that is worst between mid August and the end of September. This employee always takes oral allergy medication but with the breeze and the pollen it made it difficult for the employee to work. The employee talked to Director Hague and was able to work downstairs in the office. Director Hague offered to let the employee go home but the employee didn't want to go home. The employee did as much as she could from downstairs but not being able to access the upstairs floor was a problem.

The trustees asked about the air conditioner in the offices upstairs. There is no air conditioning in the first office so the door between offices is left open. The Trustees discussed using a HEPA filter but decided this wouldn't work as the employee needs to be free to move around the library to serve the public. Treasurer Morin asked if the windows were closed with the air conditioner on would that solve the problem. The dilemma is that the library has been told that there is a dust problem and that the library should be ventilated, ie, open the windows. If windows are closed till October the dust will build up and if the windows are open then the pollen will come in. It was suggested that the library ventilate by blowing the air from the inside outdoors to deal with the dust problem. The new carpet is still emitting gasses. A carpet cleaning has been scheduled to help improve air quality. Director Hague would like to find out more about the air quality issues and solutions for the library. Currently, the employee has been able to control allergies using over the counter medications. Chairman Kelly asked the employee if she could check with her allergist to see if the allergist has suggestions for her. Ideas on how to fix the problem permanently were discussed but were disregarded as Director Hague and the employee explained that they were searching for a more immediate solution that would solve the problem for now. Running the A/C with the windows closed can be done but will result in increased electricity costs. The trustees will discuss this further.

Public Hearing:

A public hearing came to order at 6:54 pm. to accept \$550.03 in funds from donations, income generating equipment, and other (see attached table.) Treasurer Morin made a motion to accept the funds, Chairman Kelly seconded the motion. All present were in favor. The public session ended at 6:58 pm.

Acceptance of Minutes:

The meeting minutes from July 7, 2011 were reviewed. Treasurer Morin proposed adding the word directives for dissolution to the meeting minutes under the Old Business in the Foundation Plans section of the minutes. Treasurer Morin moved to accept the minutes as amended. Chairman Kelly seconded. All present were in favor. The amended meeting minutes for July 7, 2011 were accepted.

Reports:

Director's Report

The report was reviewed by the Trustees. Treasurer Morin moved to accept the Director's report and Chairman Kelly seconded. All present were in favor. Highlights from the report include the following: The summer program was in full swing during July. Donations from the Friends group help support the summer programming. The Friends are seeking help for both moving books to storage and taking them out of storage on August 24. The Friends are trying something new this year, opening the book sale on Friday, August 26 from 6 to 8 pm to library patrons *only*. Admission to this sale is by library card only. The traditional sale opens to everyone at 9 am August 27.

Library collection development continues and Director Hague shared the stats from the summer programming leading her to ask how best to serve the public with future summer programs. Library maintenance in July included having the air conditioners cleaned and checked, as well as locking in on fuel prices for the upcoming winter.

Old Business:

Ratify Program Policy

Treasurer Morin moved to accept the program policy as presented by Director Hague. Secretary Tacy seconded and all present were in favor. The Program Policy was ratified.

Software

The Trustees discussed purchasing the circulation software that we had originally approved for purchase at the end of 2010. The Trustees have moved to purchase the Apollo software by Biblionix from the operating and other library accounts. Director Hague will pursue the purchase of the software.

New Business

Budget

Electronic services fee was discussed. The downloads have greatly increased. We budgeted for a population of 10,000 however we are still currently under this population level. Director Hague has shared that NH downloadable books has seen skyrocketing numbers of downloads this year and doesn't have enough money to support the demand through to the end of the year. They are asking libraries to donate to help cover the costs for the rest of the year. Here at our library the number of downloads have more than doubled since last year. The Trustees have agreed to pay the voluntary donation for the NH Downloadable Books service this year.

The cost for the NH Downloadable Books service will increase by an additional \$220 next year. We have currently budgeted for more due to the difference in the town population. In our budget next year the line for electronic service fees will go down.

Programming Discussion

The Trustees looked at the statistics from summer programming attendance and cost associated. Holding a program then reading books at home is a model that has been used since the 1970's. Director Hague shared that many libraries are looking at this model and trying to decide what direction to move in for future summer programming. It appears that there is a cultural shift that the library needs to start to look at and address. Director Hague posed the question "What is the role of the library and can we reasonably expect to compete with Parks and Recreation in summer programming? The library staff would like the trustees to look at the purpose of summer programming in light of the library's mission and service goals, to help decide what would be the best meet those goals. Treasurer Morin shared her thoughts on

maintaining literacy based programming here at the library. Continuing to offer programs that address literacy like Tiny Tots, Storytime and Ruff Readers is part of our mission at the library. Over the past few years the library has seen a large number of sign-ups but lower number of actual participants. The library has purchased materials for all of the sign-ups. The Trustees would like time to think about and process these questions and are interested in hearing about the NH Librarians discussion about this topic.

Non -Public RSA 91-A:3 (II(a) Personnel Compensation

The Trustees voted to enter Non-public session at 8:12 for the purpose of discussing personnel compensation as per RSA 91-A:3 (II(a); Yes - Treasurer Morin, Yes- Chairman Kelly, Yes – Secretary Tacy.

Voted to come out of Non-public session at 8:34 pm, as per RSA 91-A:3 (II(a); Yes - Treasurer Morin, Yes- Chairman Kelly, Yes – Secretary Tacy.

Trustees voted to increase Karen Metcalf's salary by \$1 an hour to compensate for increased responsibilities including cataloging.

Follow up from Public Session

The Trustees discussed the issues raised during the public session. The Trustees feel a policy for when to use the A/C should be established once the employee's medical concerns have been addressed by a specialist. The employee should get and share medical documentation stating that there is not another solution to address the employees medical concern and reasonable accommodations are necessary. In the meantime the Trustees agree that the A/C can be run until medical documentation is received. Due to ongoing financial concerns running the A/C is not a viable long-term solution. The Trustees will re-visit this topic once medical documentation is received.

Chairman Kelly made a motion to adjourn and Secretary Tacy seconded. All present were in favor. Meeting adjourned at 9:11 pm.

Next Meeting

Thursday, September 1, 2011 at 6:30 pm.

Respectfully submitted,

Jill Tacy, Secretary

/attachment

Weare Public Library Hearing to Accept Funds Aug. 15, 2011		
Source	Designation	Amount
Card replacement	books, supplies	\$5.00
Book replacement	books, supplies	\$141.78
Nonresident cards	books, supplies	\$40.00
Kendra Anderson	\$100 children, rest general	\$250.00
Ted and Jan Werner	undesignated	\$50.00
General donations	books, supplies	\$63.25
Total:		\$550.03